- FOR DETAILED INSTRUCTIONS SEE INSTRUCTIONS TAB.
- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.
- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			James	Dipple Johnstone	DD/MM/YY		05/10/1	7	CLAII	M REFERENCE:	Dipp05-10-1
						COST CENTRE (TEAM NUMBER / N.	AME):	120 - LI	ADERSH	IP TEAM		cell with currency if "other" elected below	
		ATE & TIME									AMOUNT		FINANCE US
RECEIPT		BSISTENCE CL		TOTAL				RECEIPT	NO.	NO.	CLAIMED CHOOSE		
TRIP S		TRIP	END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER		PASSENGERS	CURRENCY	PROJECT CODE	
YYVMM/C	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	BER UNLESS	N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
20/09/17	07:30:00	20/09/17	22:30:00	15.00	International Conference of Information Commissioners, Manchester	Private car - mileage to Manchester x 2)	Car miles - 45p standard rate 26001	N/A	32	0	14.40	ICIC CONFERENCE - ICIC	120-26001-ICI
0,00,11	57.55.55	20700711	22.00.00	10.00			our miles rep standard rate 2000	1071	52	,	11110	INCOMENDATE INCOME	120 20001 101
r any no	tes relation	l g to this claim	here						<u> </u>				
,		9 10 1110 01111						1					
							TOTAL EXPENSES INCURRED				14.40		
mant d	declaratio	on:			James Dipple Johnstone		CASH ADVANCE RECEIVED						
					n incurred wholly, exclusively and necessarily on ICO business a had a motor insurance policy for use in connection with busine		TOTAL CLAIMED/(REPAID TO FI	NANCE)			14.40	- -	
	Heath	er Dove			Once the errors in Cell I50-52 are resolved, forward this claim a expenses@ico.org.uk with "approved expenses" in the subject.	nd your scanned receipts to your approver who should review it	and then email it to	NO ERRORS	n/a n/a n/a				

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

Heather Dove

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- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

		NAME:			Elizabeth	Denham	DD/MM/YY		22/09/1	7	CLAIN	A REFERENCE:	Denh22-09-1
						COST CENTRE (TEAM NUMBER	/ NAME):	120 - LI	EADERSH	IP TEAM		nis cell with currency if " selected below	
RECEIPT	(FOR SUB	ATE & TIME SSISTENCE CLA TRIP I		TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED CHOOSE CURRENCY		FINANCE US
TRIP ST				TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES	PASSENGERS		PROJECT CODE	
D/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST		_	N/A APPEARS	EURO €	USE DROP DOWN LIST	CODE
04/09/17				n/a	Visit to Brussels Visit to Brussels	Snack on flight Dinner in Brussels	Overseas Subsistence & meals 26002		1 N/A	1	5.50		120-26002-
04/09/17				n/a	Visit to Brussels	Taxi to Eurostar Station	Overseas Subsistence & meals 26002		2 N/A	1	34.00		120-26002-
05/09/17 05/09/17				n/a	Visit to Brussels	Snack at station	Overseas Travel & Accommodation 26002	l	3 N/A 4 N/A	3	9.50 12.20		120-26002- 120-26002-
05/09/17				n/a	visit to bi ussels	Shake at station	Overseas Subsistence & meals 26002	1	4 N/A		12.20		120-26002-
er any no	tes relatin	g to this clain	n here										
							TOTAL EXPENSES INCURRED				61.20		
imant d	leclaratio	on:			Elizabeth Denham		CASH ADVANCE RECEIVED						
						O business and that where car or motorcycle mileage has been in connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO FI	INANCE)			61.20		

Once the errors in Cell 150-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to

expenses@ico.org.uk with "approved expenses" in the subject.

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Heather Dove

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- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

	NAME:		Elizabeth	Denham	DD/MM/YY	22/09/17	1	CLAIN	/ REFERENCE:	Denh22-09-
				COST CENTRE (TEAM NUMBER)	/ NAME):	120 - LEADERSHI	P TEAM		nis cell with currency if " selected below	
	DATE & TIME IBSISTENCE CLAIM:					RECEIPT NO.	NO.	AMOUNT CLAIMED		FINANCE U
TRIP START	TRIP END	TOTA TRIF		DESCRIPTION OF EXPENSE	CATEGORY		PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
MM/YY 00:00:00	DD/MM/YY 00:	:00:00 HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLESS	N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
31/08/17		n/a	Archives and Records Conference	Taxi in Manchester	UK Travel & Accommodation 26001	1 N/A	1	9.00		120-26001-
31/08/17		n/a	Archives and Records Conference	Lunch in Manchester	UK Subsistence & meals 26001	2 N/A	2	35.20		120-26001
06/09/17		n/a	Meetings in London	Taxi in London	UK Travel & Accommodation 26001	3 N/A	2	12.00		120-26001
07/09/17		n/a	Northern Ireland Conference in Belfast	Taxi to Manchester Airport	UK Travel & Accommodation 26001	4 N/A	2	20.00		120-26001
12/09/17		n/a	Meetings in London	Lunch on train	UK Subsistence & meals 26001	5 N/A	1	6.90		120-26001
2/09/17		n/a	Meetings in London	Dinner at hotel	UK Subsistence & meals 26001	6 N/A	1	24.53		120-26001
3/09/17		n/a	Meetings in London	Breakfast at hotel	UK Subsistence & meals 26001	7 N/A	1	16.82		120-26001
3/09/17		n/a	Meetings in London	Lunch in London	UK Subsistence & meals 26001	8 N/A	2	32.20		120-26001
13/09/17		n/a	Meetings in London	Dinner in London	UK Subsistence & meals 26001	9 N/A	1	32.19		120-26001
14/09/17		n/a	Meetings in London	Breakfast at hotel	UK Subsistence & meals 26001	10 N/A	1	21.32		120-26001
4/09/17		n/a	Meetings in London	Snack in London	UK Subsistence & meals 26001	11 N/A	1	5.25		120-26001
4/09/17		n/a	Meetings in London	Taxi in London	UK Travel & Accommodation 26001	12 N/A	1	20.00		120-26001
4/09/17		n/a	Meetings in London	Snack on train	UK Subsistence & meals 26001	13 N/A	1	3.60		120-26001
8/09/17		n/a	ICIC Conference	Hosting - Canadian visitors	Hosting and working lunches 26050	14 N/A	7	138.95		120-26050
er any notes relati	ng to this claim he	re								
			Taxi in London due to m	neeting overrun and train time	TOTAL EXPENSES INCURRED			377.96		
mant declarati		oneoe hava	Elizabeth Denham	ICO business and that where car or motorcycle mileage has been	CASH ADVANCE RECEIVED TOTAL CLAIMED/(REPAID TO F	INANCE)		377.96		
	l a valid driving l			e in connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	intritte!		3//.50		

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expenses@ico.org.uk with "approved expenses" in the subject.

ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN. Use a separate claim form per currency. All ICO expenses including mileage can be put on the same form using the category menu. Ensure category has been selected before entering data to the right of that column Mileage claims will compute when the mileage categories (at the bottom of the drop down list) are selected and the number of miles AND number of passengers have been entered. Enter a reference number and scan/attach a receipt where the receipt number defaults to zero. Enter your name in cell D38 and approvers name in A44.

DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

			NAME:	Elizabeth Denham	COST CENTRE:	120 - L	EADERS	HIP TEAM		vith currency if "other" ed below	FINANCE USE
DATE	TIM DEPARTURE	VIE ARRIVAL	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO.	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY		INV:
DD/MM/YY	00:00:00	00:00:00	(WHY YOU TRAVELLED)	(WHAT YOU PAID FOR)	CHOOSE FROM DROP DOWN LIST			s N/A appears	UK£	USE DROP DOWN LIST	CODE
08/06/17				Taxi in London	UK Travel & Accommodation 26001	1	N/A	2	34.80	NO PROJECT - 0000	120-26001-0000
09/06/17				Taxi in London	UK Travel & Accommodation 26001	2	N/A	1	32.56	NO PROJECT - 0000	120-26001-0000
09/06/17				Heathrow Express Ticket - Heathrow	UK Travel & Accommodation 26001	3	N/A	1	22.00	NO PROJECT - 0000	120-26001-0000
03/07/17				Heathrow Express Ticket - Paddington	UK Travel & Accommodation 26001	4	N/A	1	22.00	NO PROJECT - 0000	120-26001-0000
03/07/17				Taxi in London	UK Travel & Accommodation 26001	5	N/A	1	15.00	NO PROJECT - 0000	120-26001-0000
03/07/17				Train ticket from Kings Cross-Cambridge	UK Travel & Accommodation 26001	6	N/A	1	23.60	NO PROJECT - 0000	120-26001-0000
03/07/17				Taxi in Cambridge	UK Travel & Accommodation 26001	7	N/A	1	10.00	NO PROJECT - 0000	120-26001-0000
05/07/17				Snack at Cambridge Station	UK Subsistence & meals 26001	8	N/A	2	9.90	NO PROJECT - 0000	120-26001-0000
05/07/17				Lunch at House of Commons	UK Subsistence & meals 26001	9	N/A	1	4.15	NO PROJECT - 0000	120-26001-0000
05/07/17				Taxi in London	UK Travel & Accommodation 26001	10	N/A	1	20.68	NO PROJECT - 0000	120-26001-0000
05/07/17				Taxi in London	UK Travel & Accommodation 26001	11	N/A	1	15.40	NO PROJECT - 0000	120-26001-0000
06/07/17				Taxi in London	UK Travel & Accommodation 26001	12	N/A	1	27.28	NO PROJECT - 0000	120-26001-0000
06/07/17				Taxi in London	UK Travel & Accommodation 26001	13	N/A	1	36.52	NO PROJECT - 0000	120-26001-0000
06/07/17				Snack at Euston Station	UK Subsistence & meals 26001	14	N/A	1	6.18	NO PROJECT - 0000	120-26001-0000
06/07/17				Train ticket from Euston to Wilmslow	UK Travel & Accommodation 26001	15	N/A	1	160.50	NO PROJECT - 0000	120-26001-0000
12/07/17				Hosting: Dinner with	Hosting and working lunches 26050	16	N/A	2	36.23	NO PROJECT - 0000	120-26050-0000
13/07/17				Breakfast in London	UK Subsistence & meals 26001	17	N/A	1	12.00	NO PROJECT - 0000	120-26001-0000
13/07/17				Lunch in London	UK Subsistence & meals 26001	18	N/A	1	7.73	NO PROJECT - 0000	120-26001-0000
13/07/17				Snack for train from London	UK Subsistence & meals 26001	19	N/A	1	4.85	NO PROJECT - 0000	120-26001-0000
18/07/17				Dinner in London	UK Subsistence & meals 26001	20	N/A	1	10.25	NO PROJECT - 0000	120-26001-0000
19/07/17				Taxi in London	UK Travel & Accommodation 26001	21	N/A	2	15.40	NO PROJECT - 0000	120-26001-0000
19/07/17				Hosting: Lunch	Hosting and working lunches 26050	22	N/A	2	22.40	NO PROJECT - 0000	120-26050-0000
20/07/17				Breakfast in London	UK Subsistence & meals 26001	23	N/A	1	12.00	NO PROJECT - 0000	120-26001-0000
20/07/17				Hot drink in London	UK Subsistence & meals 26001	24	N/A	2	4.80	NO PROJECT - 0000	120-26001-0000
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
						#N/A	#N/A	#N/A	0.00	NO PROJECT - 0000	#N/A
Enter any notes	relating to this cl	aim here	•	•	•						
			Taxis used in London as several r	meetings on the same day							

Claimant declaration:

Elizabeth Denham

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

Heather Dove

Now forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

TOTAL EXPENSES INCURRED

CASH ADVANCE RECEIVED

TOTAL CLAIMED/(REPAID TO FINANCE)

566.23

566.23

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Heather Dove

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		NAME:			Elizabeth	Denham	DD/MM/YY		20/10/1	7	CLAIN	/ REFERENCE:	Denh20-10-
						COST CENTRE (TEAM NUMBER)	/ NAME):	120 - LI	EADERSH	IP TEAM		nis cell with currency if " selected below	
RECEIPT	(FOR SUB	ATE & TIME BSISTENCE CLA		TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE US
TRIP S		TRIP E	ND	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER	MILES		CHOOSE CURRENCY	PROJECT CODE	
D/MM/YY	00:00:00	DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	BER UNLES	N/A APPEARS	EURO €	USE DROP DOWN LIST	CODE
					Attending A29 Working Party - 2 October - 4 October								
03/10/17				n/a		Refreshments	Overseas Subsistence & meals 26002		1 N/A	1	6.05		120-26002-
04/10/17				n/a		Lunch x 3 (paid for Taxi in Brussels	Overseas Subsistence & meals 26002	1	2 N/A	3	40.00		120-26002-
04/10/17				n/a		Lunch & Dinner Hotel Bill	Overseas Travel & Accommodation 26002		3 N/A	1	15.00		120-26002-
04/10/17				n/a		Lunch & Diffier Hotel Bill	Overseas Subsistence & meals 26002		4 N/A	-	94.00		120-26002-
nter any no	otes relatin	g to this claim	ı here					_					
							TOTAL EXPENSES INCURRED				155.05		
nimant o	declaratio	on:			Elizabeth Denham		CASH ADVANCE RECEIVED						
						ousiness and that where car or motorcycle mileage has been connection with business, was taxed and had a valid MOT	TOTAL CLAIMED/(REPAID TO F	INANCE)			155.05		

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	NAI	ME:		Elizabeth	Denham	DD/MM/YY	20/10/	17	CLAIN	/I REFERENCE:	Denh20-10-
					COST CENTRE (TEAM NUMBER /	NAME):	120 - LEADERS	НІР ТЕАМ	Hor	ng Kong Dollars	
		TIME ENCE CLAIMS)							AMOUNT CLAIMED		FINANCE U
RECEIPT DAT		TRIP END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NO. NUMBER MILE	NO. S PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
/MM/YY 00:0	:00:00 DD/	MM/YY 00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLE	SS N/A APPEARS	enter in	USE DROP DOWN LIST	CODE
				Attending ICDPC Conference in Hong Kong 23-30 September 2017							
4/09/17			n/a		Dinner	Overseas Subsistence & meals 26002	1 N/A		1 140.20		120-26002
4/09/17			n/a		Room Supplements	Overseas Travel & Accommodation 26002	2 N/A		1 3,045.00		120-26002
5/09/17			n/a		Breakfast	Overseas Subsistence & meals 26002	3 N/A		1 322.00		120-26002
5/09/17			n/a		Dinner	Overseas Subsistence & meals 26002	4 N/A		666.30		120-26002
6/09/17			n/a		Snack	Overseas Subsistence & meals 26002	5 N/A		1 55.00		120-26002
6/09/17			n/a		Room Supplements	Overseas Travel & Accommodation 26002	6 N/A		1 326.00		120-2600
7/09/17			n/a		Room Supplements	Overseas Travel & Accommodation 26002	7 N/A		1 770.00		120-2600
7/09/17			n/a		Dinner	Overseas Subsistence & meals 26002	8 N/A	!	1,206.90		120-2600
8/09/17			n/a		Snack	Overseas Subsistence & meals 26002	9 N/A		1 18.00		120-2600
8/09/17			n/a		Room Supplements	Overseas Travel & Accommodation 26002	10 N/A	-	1 830.00		120-2600
8/09/17			n/a		Dinner	Overseas Subsistence & meals 26002	11 N/A	-	1 180.00		120-2600
9/09/17			n/a		Dinner	Overseas Subsistence & meals 26002	12 N/A		1 485.72		120-2600
				Cook Advance Described 2000 HVD							
				Cash Advance Received - 2000 HKD							
				Cash Returned to Finance - 233 HKD Net Cash Advance total - 1767 HKD							
				Net Cash Advance total - 1767 HKD							
any notes i	relating to t	his claim here									
						TOTAL EXPENSES INCURRED			8,045.12		
									,		
imant decl	laration:			Elizabeth Denham		CASH ADVANCE RECEIVED			1,767.00		
onfirm that	all of the	above expenses	have be	en incurred wholly, exclusively and necessarily on ICC	business and that where car or motorcycle mileage has been	TOTAL CLAIMED/(REPAID TO FI	NANCE)		6,278.12		
					n connection with business, was taxed and had a valid MOT		•				

Heather Dove

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	NAME:		Elizabeth	Denham	DD/MM/YY	20/10/	17	CLAIN	1 REFERENCE:	Denh20-10-1
				COST CENTRE (TEAM NUMBER	/ NAME):	120 - LEADERS	HIP TEAM		is cell with currency if " selected below	
	ATE & TIME BSISTENCE CLAIMS)	TOTAL				RECEIPT NO.	NO.	AMOUNT CLAIMED		FINANCE U
TRIP START	TRIP END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER MILES		CHOOSE CURRENCY	PROJECT CODE	
/MM/YY 00:00:00	DD/MM/YY 00:00:0) HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUMBER UNLE	SS N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
2/10/17		n/a	A29 Working Party (2-4 Oct)	Taxi to Manchester Airport	UK Travel & Accommodation 26001	1 N/A	N/A	20.00		120-26001-
2/10/17		n/a	A29 Working Party (2-4 Oct)	Refreshments	UK Subsistence & meals 26001	2 N/A	N/A	4.95		120-26001
4/10/17		n/a	Taxi in London	Taxi	UK Travel & Accommodation 26001	3 N/A	N/A	16.28		120-26001
1/10/17		n/a	External Meetings - London	Dinner	UK Subsistence & meals 26001	4 N/A	N/A	20.26		120-26001
1/10/17		n/a	External Meetings - London	Lunch	UK Subsistence & meals 26001	5 N/A	N/A	7.54		120-26001
2/10/17		n/a	Tech UK CEO Dinner	Taxi	UK Travel & Accommodation 26001	6 N/A	N/A	8.26		120-26001
3/10/17		n/a	External Meetings - London	Hotel Restaurant Bill	UK Subsistence & meals 26001	7 N/A	N/A	21.32		120-26001
3/10/17		n/a	External Meetings - London	Refreshments	UK Subsistence & meals 26001	8 N/A	N/A	16.31		120-26001
6/10/17		n/a	External Meetings - London	Refreshments	UK Subsistence & meals 26001	9 N/A	N/A	5.79		120-26001
6/10/17		n/a	External Meetings - London	Taxi	UK Travel & Accommodation 26001	10 N/A	N/A	5.00		120-26001
7/10/17		n/a	External Meetings - London	Refreshments	UK Subsistence & meals 26001	11 N/A	N/A	7.74		120-26001
7/10/17		n/a	External Meetings - London	Taxi	UK Travel & Accommodation 26001	12 N/A	N/A	10.00		120-26001
9/10/17		n/a	External Meetings - London	Taxi	UK Travel & Accommodation 26001	13 N/A	N/A	8.80		120-26001
1/09/17		n/a	Travel to MEP meeting ib Brussels	Refreshments at Manchester Airport	UK Subsistence & meals 26001	14 N/A	N/A	4.24		120-26001
3/09/17		n/a	ICDPCC Meeting Hong Kong	Taxi to Manchester Airport	UK Travel & Accommodation 26001	15 N/A	N/A	20.00		120-26001
r any notes relatir	ng to this claim here									
·										
					TOTAL EXPENSES INCURRED			176.49		
mant declarati	on:		Elizabeth Denham		CASH ADVANCE RECEIVED					
	f the above expense a valid driving licer	s have b	een incurred wholly, exclusively and necessarily on I	CO business and that where car or motorcycle mileage has been	TOTAL CLAIMED/(REPAID TO F	INANCE)		176.49		

Heather Dove

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

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expenses@ico.org.uk with "approved expenses" in the subject.

- PLEASE USE THIS FORM FOR PROVISION OF OFFICE COSTS CLAIMS
- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

		NAME:			James	Dipple-Johnstone	DD/MM/YY		13/10/1	7	CLAIR	M REFERENCE:	Dipp13-10-
						COST CENTRE (TEAM NUMBER /	NAME):	SELECT C	OST CEN	ITRE HERE		his cell with currency if r" selected below	
RECEIPT		ATE & TIME	AIMS)	TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE U
TRIP S		TRIP	END	TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER		PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
	00:00:00	DD/MM/YY		HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST			S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
2/10/17	06:45:00	12/10/17	16:00:00	9.25	Audit (Royal Blackburn Hospital)	Private car - mileage (Macclesfield to Blackburn x 2)	Car miles - 45p standard rate 26001	N/A	104	0	46.80	NO PROJECT - 0000	SEL-26001-00
_													
- any n	otos rolatin	 g to this clair	n horo										
,		B											
							TOTAL EXPENSES INCURRED				46.80		
mant	declaratio	on:			James Dipple-Johnstone		CASH ADVANCE RECEIVED						
nfirm t ned th	that all of nat I held a	the above	ing licence		en incurred wholly, exclusively and necessarily on ICO busi e vehicle used had a motor insurance policy for use in con		TOTAL CLAIMED/(REPAID TO F	INANCE)			46.80	-	
rtificate	on the da		·I.		Once the errors in Cell ISO-52 are resolved, forward this cla	im and your scanned receipts to your approver who should rev	view it and then email it to		n/a			ORE SUBMITTING CLA	

- FOR DETAILED INSTRUCTIONS - SEE INSTRUCTIONS TAB.

- ALWAYS USE A NEW MASTER FORM FOR EACH CLAIM, DO NOT USE A PREVIOUSLY COMPLETED ONE AS FORMULAE ARE LOST WHEN OVER-WRITTEN.

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- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.
- MAKE SURE ERRORS LISTED IN CELL 150-152 ARE RESOLVED BEFORE SUBMITTING CLAIM

	NAME:			STEVE	WOOD	DATE OF CLAIM: DD/MM/YY		18/10/1	.7	CLAIN	/ REFERENCE:	WOOD18-10-1
					COST CENTRE (TEAM NUMBER /	['] NAME):	120 - L	.EADERSH	IIP TEAM		nis cell with currency if " selected below	
(FOR S	DATE & TIME SUBSISTENCE CL	AIMS)	TOTAL				RECEIPT	NO.	NO.	AMOUNT CLAIMED		FINANCE USE
RECEIPT DATE/ TRIP START	TRIP	END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	NUMBER		PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
D/MM/YY 00:00:0	00 DD/MM/YY	00:00:00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUM	BER UNLES	S N/A APPEARS	UK£	USE DROP DOWN LIST	CODE
				Various meetings and speaking engagement in London 11-12 Oct 2017								
11/10/17			n/a		Oyster Card Top Up	UK Travel & Accommodation 26001		1 N/A	N/A	20.00		120-26001-
12/10/17			n/a		Snack on train	UK Subsistence & meals 26001		2 N/A	N/A	2.20		120-26001-
				Incidental s claims for o/s trips and the above trip to London								
17/09/17	21/09/17		n/a	4 nights Incidentals whilst in Washington US		Overseas Subsistence & meals 26002		0 N/A	N/A	40.00		120-26002-
,,			.,.									
23/09/17	30/09/17		n/a	7 nights Incidentals whilst in Hong Kong		Overseas Subsistence & meals 26002		0 N/A	N/A	70.00		120-26002-
02/10/17	04/10/17		n/a	2 nights Incidentals whilst in Brussels		0		0 N/A	N/A	20.00		120-26002-
02/10/17	04/10/17		n/a	2 mgnts medentals willist in brussels		Overseas Subsistence & meals 26002		UN/A	N/A	20.00		120-26002-
11/10/17	12/10/17		n/a	1 Night Indicentals whilst in London		UK Subsistence & meals 26001		0 N/A	N/A	5.00		120-26001-
								-				
r any notes rela	iting to this clair	n here					-					
						TOTAL EXPENSES INCURRED				157.20		
imant declara	ation:			STEVE WOOD		CASH ADVANCE RECEIVED						
nfirm that all	of the above ld a valid driv	ing licence		een incurred wholly, exclusively and necessarily on ICO busi e vehicle used had a motor insurance policy for use in con		TOTAL CLAIMED/(REPAID TO F	INANCE)			157.20	:	
НЕАТ	THER DOVE			Once the errors in Cell I50-52 are resolved, forward this cla expenses@ico.org.uk with "approved expenses" in the sub	im and your scanned receipts to your approver who should re ject.	view it and then email it to	NO ERROR	n/a S n/a				

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- DO NOT INCLUDE PARKING DUE FROM THE STAFF PARKING SCHEME.

		NAME:			STEVE	WOOD	DATE OF CLAIM: DD/MM/YY		18/10/1	7	CLAIN	/ REFERENCE:	WOOD18-10-1
						COST CENTRE (TEAM NUMBER / N		120 - 11	ADERSH	IP TEAM		his cell with currency if " selected below	
	(FOR SUE	ATE & TIME BSISTENCE CL				COOT CERTIFIC (TEXAM NOW DELTY)	, and a				AMOUNT CLAIMED	Selected below	FINANCE USE
RECEIPT TRIP S		TRIP	END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
		DD/MM/YY	00:00:00		WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST	ENTER NUME	BER UNLES	S N/A APPEARS	EURO €	USE DROP DOWN LIST	CODE
					Attending Article 29 Meeting in Brussels 2-4 October 2017								
03/10/17				n/a		Dinner (3 people	Overseas Subsistence & meals 26002		1 N/A	N/A	69.50		120-26002-
03/10/17				n/a		Lunch	Overseas Subsistence & meals 26002		2 N/A	N/A	22.80		120-26002-
any no	res relatin	g to this clai	in nere										
							TOTAL EXPENSES INCURRED				92.30		
imant o	declaratio	on:			STEVE WOOD		CASH ADVANCE RECEIVED						
med th	at I held a		ing licence		een incurred wholly, exclusively and necessarily on ICO busi e vehicle used had a motor insurance policy for use in con		TOTAL CLAIMED/(REPAID TO F	INANCE)			92.30		
	HEATHE	ER DOVE			Once the errors in Cell I50-52 are resolved, forward this cla expenses@ico.org.uk with "approved expenses" in the sub	im and your scanned receipts to your approver who should revi	ew it and then email it to	NO ERRORS	n/a n/a				

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		NAME:			STEVE	WOOD	DATE OF CLAIM: DD/MM/YY		18/10/1	7	CLAIN	/I REFERENCE:	WOOD18-10-17
						COST CENTRE (TEAM NUMBER / I	NAME):	120 - LI	EADERSH	IP TEAM		his cell with currency if	
DECEMB	(FOR SUE	ATE & TIME BSISTENCE CL						DECEME	No	NO	AMOUNT CLAIMED		FINANCE USE
RECEIPT TRIP S		TRIP	END	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO. MILES	NO. PASSENGERS	CHOOSE CURRENCY	PROJECT CODE	
DD/MM/YY		DD/MM/YY	00:00:00		WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST			S N/A APPEARS		USE DROP DOWN LIST	CODE
					ATTENDED ED-US PRIVACY SHIELD MEETING IN WASHINGTON US, 17-21 SEPTEMBER 2017								
17/09/17				n/a		Meal	Overseas Subsistence & meals 26002		1 N/A	N/A	12.98		120-26002-
20/09/17				n/a		Lunch	Overseas Subsistence & meals 26002		2 N/A	N/A	13.20		120-26002-
20/09/17				n/a		Taxi cost (used personal credit card)	Overseas Travel & Accommodation 26002		3 N/A	N/A	13.06		120-26002-
18/09/17				n/a		Dinner	Overseas Subsistence & meals 26002		4 N/A	N/A	21.95		120-26002-
20/09/17				n/a		Taxi to Airport	Overseas Travel & Accommodation 26002		5 N/A	N/A	80.00		120-26002-
					Cash Advance received = 200 US\$								
					Cash returned to Finance = 80 US\$								
					Net total of Cash Advance - 120 US\$								
nter any n	otes relatin	ng to this clair	m here										
							TOTAL EXPENSES INCURRED				141.19		
laimant	declaratio	on:			STEVE WOOD		CASH ADVANCE RECEIVED				120.00		
aimed th	at I held		ing licence		een incurred wholly, exclusively and necessarily on ICO busine vehicle used had a motor insurance policy for use in cont		TOTAL CLAIMED/(REPAID TO FI	INANCE)			21.19		
	НЕАТН	ER DOVE			Once the errors in Cell I50-52 are resolved, forward this clai expenses@ico.org.uk with "approved expenses" in the subj	m and your scanned receipts to your approver who should reviect.	ew it and then email it to	NO ERRORS	n/a n/a n/a				

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		NAME:			James	Dipple-Johnstone	DD/MM/YY		05/10/1	7	CLAIN	// REFERENCE:	Dipp05-10-1
						COST CENTRE (TEAM NUMBER /	/ NAME):	SELECT (COST CEN	TRE HERE	Hor	ng Kong dollars	
RECEIPT TRIP S	(FOR SUE TDATE/	ATE & TIME BSISTENCE CL TRIP	AIMS)	TOTAL TRIP	REASON FOR TRIP	DESCRIPTION OF EXPENSE	CATEGORY	RECEIPT NUMBER	NO.	NO. PASSENGERS	AMOUNT CLAIMED CHOOSE CURRENCY	PROJECT CODE	FINANCE US
	00:00:00	DD/MM/YY	00.00.00	HRS	WHY YOU TRAVELLED	WHAT YOU PAID FOR	CHOOSE FROM DROP DOWN LIST			N/A APPEARS	enter in	USE DROP DOWN LIST	CODE
23/09/17					International DP Commissioners' Conference, Hong Kong	Refreshments - coffee	Overseas Subsistence & meals 26002		1 N/A	N/A	30.00		SEL-26002-
23/03/17	10.00.00	30/03/17	0000.00	#VALUE:		Evening meal - 29 September	Overseas Subsistence & meals 26002		2 N/A	N/A	485.70		SEL-26002-
							Overseas overnight incidental allowance 2	N/A	N/A	N/A	719.64		SEL-26002-
									_				
er any no	otes relatin	g to this clai	m here						-	·	l		
,													
							TOTAL EXPENSES INCURRED				1,235.34		
aimant o	declaratio	on:			James Dipple-Johnstone		CASH ADVANCE RECEIVED				2,000.00		
					en incurred wholly, exclusively and necessarily on ICO busing evehicle used had a motor insurance policy for use in contract.		TOTAL CLAIMED/(REPAID TO FI	INANCE)			-764.66		

Heather Dove

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to expenses@ico.org.uk with "approved expenses" in the subject.

n/ ERRORS SE

SELECT COST CENTRE IN CELL 14 BEFORE SUBMITTING CLAIM